

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE PETITION TO MODIFY SPOUSAL MAINTENANCE or SPOUSAL MAINTENANCE and CHILD SUPPORT

You should have completed the following paperwork in the packet:

- “Petition to Modify Support Order.”***
- “Order to Appear.”*** Complete the information on the top about you, and fill in the part about the name of Petitioner and Respondent. Leave the rest blank for the judge to fill out.

- **Make a copy** of the ***“Affidavit of Financial Information”*** BEFORE filling out the original.
- **If you are also requesting to change *child support*, make a copy of the (blank) *“Parent’s Worksheet”* (You must deliver a *blank* copy for the other party to fill out).**

- “Affidavit of Financial Information.”*** Copy this form **before** you complete yours! The second, blank copy is for the other party to complete.
- “Parent’s Worksheet on Child Support.”*** Fill out this document **only if you are also trying to change *child support***. The second, blank copy is for the other party to complete.

1. Make 3 copies of the papers you completed:

- ***“Petition to Modify Support Order”***
- ***“Order to Appear”***
- ***“Affidavit of Financial Information”***
- ***“Parents Worksheet for Child Support”****

* **Include *“Parents Worksheet”* ONLY if you are also asking for a change in child support.**

Separate your papers into four (4) sets: one set of originals, and three (3) sets of copies.

Set 1: ORIGINALS to file with the Clerk of Court <i>“Petition to Modify Support Order”</i> <i>“Order to Appear”</i> <i>“Affidavit of Financial Information”</i> <i>“Parents Worksheet for Child Support”</i> *	Set 3: One set of COPIES for you: <i>“Petition to Modify Support Order”</i> <i>“Order to Appear”</i> <i>“Affidavit of Financial Information”</i> <i>“Parents Worksheet for Child Support”</i> *
Set 2: One set of COPIES for the Judge <i>“Petition to Modify Support Order”</i> <i>“Order to Appear”</i> <i>“Affidavit of Financial Information”</i> <i>“Parents Worksheet for Child Support”</i> *	Set 4: One set of COPIES for the other party: <i>“Petition to Modify Support Order”</i> <i>“Order to Appear”</i> <i>“Affidavit of Financial Information”</i> <i>“Parents Worksheet for Child Support”</i> * BLANK <i>“Affidavit of Financial Information”</i> and BLANK <i>“Parents Worksheet for Child Support”</i> *

* **Include *“Parents Worksheet”* ONLY if you are also asking for a change in child support.**

The filing fee for this process, as of January 1, 1998, is \$61.00. If you cannot afford the fee, ask the Clerk of the Court for the paperwork on deferring court filing fees. You can also get a deferral of the fees for the Sheriff to serve the papers, if you qualify.

2. File the papers with the Clerk of the Court: File the original Petition to Modify, Affidavit of Financial Information, Order to Appear, and Parent's Worksheet if you are asking the judge to change child support, with the Clerk of the Court at the filing counter. The Clerk will give you back the **ORIGINAL "Order to Appear."** Ask the Clerk to stamp the extra copies for you to show that you have filed these papers with the Clerk. These are called "conformed" copies.

3. Hand-deliver the following papers to Family Court Administration or place in the Judges' mailbox as indicated below.

- **Copy** of Petition to Modify, Affidavit of Financial Information and Parent's Worksheet for Child Support if you are requesting a change in child support.
- **Original and 2 copies** of the Order to Appear.
- A self-addressed envelope with enough postage so the Order to Appear may be mailed to you.

Central Court Building
201 West Jefferson, 6th floor
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

Wait to hear back from the judge about your court hearing: Wait two weeks and if you not received the completed Order to Appear or any other document from the Judge, contact Family Court Administration at (602) 506-1961.

4. Serve the papers on the other party: If the judge decided to set a hearing, **you must arrange for service** of the following papers on the other party:

- **"Petition to Modify Support".**
- **"Affidavit of Financial Information"**--a copy of the one you completed, *and a blank copy for the other party to complete.*
- *If you are asking for child support to be changed, then also include a copy of the "Parents Worksheet" you completed, and a blank copy for the other party to complete.*
- **"Order to Appear"**, signed by the judge.

Serving papers on the State: If you are asking to change child support *and* one of the parties is using the child support enforcement services of DES, the Department of Economic Security, notice **must** be given to that office. Mail a copy of the **"Petition to Modify Support"** and of the **"Parents Worksheet"** to:

Division of Child Support Enforcement
ATTN: Modifications, Maricopa County
P.O. Box 40458
Phoenix, AZ 85067

5. Go to the court hearing: If the judge scheduled a hearing, be sure to write down the date, time and place of the court hearing, and come to the hearing. **Be on time.** Dress neatly. Be prepared to tell the judge why the order for support should be changed. **Do not bring children to court.**

You should bring the following things to the court hearing:

- A **copy** of the **"Petition to Modify"**
 - An **"Affidavit of Financial Information"** completed by you
 - A **"Parent's Worksheet for Child Support"** completed by you*
- * Include **"Parents Worksheet"** only if also asking for a change in child support.